

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



**PLEASE POST**

**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY – June 21, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9310	Gaming	Compliance Investigator	Open Until Filled	\$47,371.04
9230	Gaming	Inspector Project Assistant	Open Until Filled	\$39,406.91
9335	KOHN—NEW	Administrative Assistant	Open Until Filled	\$14.15 hour
9270	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
9316	Prosecutor	Assistant Chief Prosecutor	Open Until Filled	\$85,373.41
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
<b>General Support Services</b>				
9253	Accounting	Senior Accountant	Open Until Filled	\$49,147.45
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9328	Facility Management	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
9075	Human Resources	Human Resources/Insurance Technician	Open Until Filled	\$14.15 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9320	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour
9341	Motor Pool—NEW	Automotive Mechanic	Open Until Filled	\$14.50 hour
<b>Membership Services</b>				
9223	Elections	Administrative Assistant	Open Until Filled	\$14.15 hour
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour
9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
<b>Department of Human Services</b>				
9284	Adult Protective	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9003/9004	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9329	Behavioral Health	Secretary	Open Until Filled	\$9.77-11.33 hr
9291	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9034	Child Welfare	Driver	Open Until Filled	\$11.61 hour
9287	Child Welfare—NEW	Group Home Worker	Open Until Filled	\$10.78 hour
9217/9315	Child Welfare	Group Home Worker (2)	Open Until Filled	\$10.78 hour
9008/9129 9140/9141/9318	Community Health	Community Health Representative (5)	Open Until Filled	\$13.47 hour
9257	Community Health	Community Health Services Manager	Open Until Filled	\$54,886.48
9128/9139	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$45,658.83
9142	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9317	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hour
9280/9281	HOPP	Gym Attendant (Sells) (2)	Open Until Filled	\$11.61 hour
9279	HOPP	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hour
9156	MOH/SPF TIG	Community Prevention Specialist	Open Until Filled	\$34,011.04
9245	MOH/Violence Against Women	Project Coordinator	Open Until Filled	\$49,147.45
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9336	Senior Services/ALTCS	Receptionist	Open Until Filled	\$10.01 hour
9331	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73

Department of Education
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9303	Head Start	Education Specialist	Open Until Filled	\$16.01 hour
	Recreation—Site: Al Jek			
9054		Facility Management Technician I	Open Until Filled	\$10.26 hour
9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
	Recreation—Site: Hickiwan			
9053		Facility Management Technician I	Open Until Filled	\$10.26 hour
9050		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9042		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9039		Recreation Aide	Open Until Filled	\$8.85 hour
	Recreation—Pisinemo			
9038		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
	Recreation—Site: San Xavier			
9051		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9297		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
	Recreation—Site: Sells			
9052		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9048		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9037		Secretary	Open Until Filled	\$9.77-11.33 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9056	Vocational Rehabilitation	Driver (Occasional)	Open Until Filled	\$11.61 hour
9160	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hour
Natural Resources				
9326	Cultural Center/Museum	Cultural/Museum Administrator	Open Until Filled	\$73,683.49
9137	Solid Waste	Automotive Mechanic	Open Until Filled	\$14.50 hour
9138	Solid Waste	Secretary	Open Until Filled	\$9.77-11.33 hr
Planning/Economic Development				
9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9124	Planning/Real Property	Facilities Management Technician I	Open Until Filled	\$10.26 hour
Department of Public Safety				
9338	Corrections	Corrections Officer	Open Until Filled	\$16.01-17.24 hr
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9147	Fire— <i>RE-ADVERTISED</i>	Secretary	Open Until Filled	\$9.77-11.33 hr
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9321	Law Enforcement	Criminal Intelligence Analyst	Open Until Filled	\$54,886.48
9322	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hour
9323/9324	Law Enforcement	Police Officer (2)	Open Until Filled	\$21.00 hour
9151/9152	Law Enforcement	Public Safety Dispatcher (2)	Open Until Filled	\$13.80-14.15 hr

## **ATTENTION ALL APPLICANTS!!!**

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster". Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

## **FOR CLERICAL TESTING**

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p**. If applying for any clerical positions please contact Human Resources @ (520) 383-6540 to **schedule an appointment**. **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!**

## **APPLYING FOR POSITIONS**

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**



## TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

### JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT**  
SALARY: **\$14.15 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 21, 2010**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/**KOHN**

JOB LOCATION: **Covered Wells, AZ  
KOHN Studio**

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Three (3) years administrative or secretarial experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Clerical skills (applicant must be tested or provide a certificate indicating skills level from the Career Center or other approved school or agency)  
Typing 45 wpm   Grammar 55%   Spelling 55%   Math 55%   Records Management 55%

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: AUTOMOTIVE MECHANIC**  
**SALARY: \$14.50 PER HOUR, PLUS BENEFITS**

**OPENING DATE: June 21, 2010**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: GSS/Motor Pool**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Ensures safe operation of the Nation's fleet vehicles and heavy machinery by performing inspection, service, and repair on vehicles and machinery, and by conducting preventive maintenance and diagnosis of mechanical and electrical problems. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
2. Two (2) years work experience as an auto mechanic

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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### JOB ANNOUNCEMENT

**Re-Advertised**

**JOB TITLE: GROUP HOME WORKER**  
**SALARY: \$10.78 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 21, 2010**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: **HHS/Child Welfare**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides a safe, healthy, positive and productive environment for residents of the group home. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. One (1) year experience working with children, seniors, or disabled

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Current Food Handler's Card
- First Aid certificate, or ability to obtain within three (3) months of employment
- CPR certificate, or ability to obtain within three (3) months of employment
- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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### JOB ANNOUNCEMENT

**Re-Advertised**

JOB TITLE: **SECRETARY**

SALARY: \*\$9.77—\$11.33 PER HOUR, PLUS BENEFITS

OPENING DATE: **June 21, 2010**

CLOSING DATE: **Open Until Filled**

**NOTE: \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Secretary level is met. Clerical testing is required to determine appropriate level.**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: **DPS/Fire**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical duties. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

#### MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. One (1) year of clerical experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check  
Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).  
Typing 35 pm Math 40% Grammar 40% Records Management 40% Spelling 40%

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(5) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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